

**VENDOR CONTRACT #** 000001965  
**ATTACHMENT #** 2

**CITY OF SEATTLE**

**SPECIFICATIONS, MANDATORY REQUIREMENTS AND OTHER PROVISIONS**

**Mandatory Requirements:** Each item in this section describes a **mandatory requirement and/or condition**, including licensing requirements that the Vendor must meet in order to be eligible to submit a bid, which must be satisfied. Failure to provide the requested information or to comply affirmatively with any of the mandatory requirements may result in disqualification of the bidder or cancellation of the contract after contract award.

- A. Number of Vehicles: City of Seattle has a base need of approximately 40 vehicles. This estimate can be increased to 70 or more, or reduced to 20 or less vehicles at the discretion of the City. It is anticipated that the total makeup of rentals will be 75% sedans standard size and smaller, and 25% mini-vans and trucks.
- B. Age/Model/Year: Vehicles shall be new current model year production.
- C. Mileage: City of Seattle will put approximately of 2,500 miles per month on each vehicle and will return vehicles to the Contractor at less than 30,000 total miles for a replacement. Rental rates shall allow for free unlimited mileage.
- D. Appearance/Color/Accessories: All vehicles shall be non-official in appearance and shall be unique within the rental fleet. Desirable colors include blue, brown, beige, maroon, silver, etc. Vehicles shall be equipped with 6-cylinder engines minimum, and all standard equipment provided by the manufacturer. Minimum mandatory accessories and options shall include automatic transmissions, radial all-weather tires, air conditioning, AM/FM radios, and power windows, door locks, and rear window defrosters. Desirable accessories include window tinting on request, tilt-steering wheels, and other available options for increased comfort and convenience.
- E. Specific Request: On occasion City of Seattle has a need for a specific vehicle(s) which may not be listed in item D above, for various assignments. The Contractor shall comply with the City's request for a specific make and model of vehicle and shall provide the vehicle by a mutually agreed upon delivery date, and rental rate if applicable.
- F. The Contractor shall provide vehicle pick-up and return service statewide. In the case of breakdowns, accidents and emergencies, the Contractor shall pick up vehicles and deliver replacement vehicles within four (4) hours of notification by the City.
- G. Switch-outs: The City may require vehicles to be "switched out" on a continual basis. The Contractor shall allow up to two (2) switch-outs per contract driver per month. The Contractor shall perform routine switch-out transactions within one (1) business day or less after receiving a request from the City from anywhere within the State of Washington. The Contractor shall provide vehicle pick-up and return service statewide. In the case of compromised/made vehicles, breakdowns, accidents and emergencies, the Contractor shall pick up and deliver replacement vehicles upon notification by the City within the following timeframes:
  - 1. Within King, Pierce, and Snohomish Counties: 1-2 hours
  - 2. All other areas within the State of Washington: 4 hours



- H. Inspection of Vehicles: Rented vehicles shall be jointly inspected by the Contractor and renter upon delivery to the renter and return to the Contractor. Any damage or necessary repairs shall be documented and signed by the representative of each party in order to record the exact condition of each vehicle at the time of delivery and return. City of Seattle will be responsible for the repair of damage considered above and beyond "normal wear and tear", which occurs while the vehicle is in the custody of the renter up to \$1,000 per occurrence (refer to page 11 on Insurance Requirements).
- I. Modification of Vehicles by Renter: No equipment will be mounted or installed by the City which require drilling or other modifications of the vehicle, except what is agreed upon between the Contractor and the City.
- J. Vehicle License and Registration: The Contractor shall provide current Washington State vehicle license plates and registration upon delivery. The Contractor is prohibited from disclosing any identifying information concerning the specific vehicles provided to the renter to any source outside of either party without prior approval of the renter. The Contractor shall set up a fictitious account name for the City to minimize the chance of renter's identity being compromised.
- K. Servicing and Maintenance of Vehicles: Routine servicing and maintenance of vehicles shall be provided and paid for by the Contractor at the Contractor's facilities within City of Seattle. Renter will notify the Contractor when non-scheduled maintenance or servicing is required. Renter may opt to switch out vehicle at time maintenance is required. All fuel and occasional oil additions will be provided by the City. Vehicles shall always be delivered and accepted by both the Contractor and the City with full gasoline tanks. This rental contract is also a maintenance agreement in and of itself.
- L. Locations: The Contractor shall operate/maintain rental offices and/or provide pick up and delivery of vehicles, in accordance with item H.1 & 2 above, throughout the State of Washington. Rental locations shall include north, south, east, and west City of Seattle, and multiple locations outside City of Seattle in both Western and Eastern Washington. Bidders shall provide with their bid response a list of all rental offices within the State of Washington.
- M. Disabled Vehicles: The Contractor will be notified when vehicles become disabled due to mechanical or equipment failure and shall pick up said vehicle and deliver a replacement to the renter in accordance with item H above.
- N. Dedicated Account Representative: The Contractor shall provide the City with a toll-free telephone number and shall appoint a single, dedicated account representative to provide a communication channel between the Contractor and the City. The account representative shall be located within the Seattle-Tacoma Consolidated Metropolitan Statistical Area (CMSA), comprising King, Pierce and Snohomish Counties.
- Contact Name: Robert Lerch
- Telephone: 425-817-7532 Fax 425-430-2477
- Email: robert.lerch@erac.com
- Address: 1119 SW 7th Street Renton WA 98057
- O. Authorized Drivers: Drivers renting and operating vehicles under the terms of the contract will be age 21 and over. City of Seattle will not accept any additional driver charges.

VENDOR CONTRACT # 000001965  
ATTACHMENT # 2

**OFFER FORM FOR**  
**VEHICLE RENTAL FOR CITY OF SEATTLE POLICE DEPARTMENT**  
**Estimate Annual Usage of \$330,000.00**

**1. Pricing**

Item#	Estimated Qty	Description	Unit Price	Extended Price
1	40 ea	Automobile rental, various makes/models, including comprehensive and collision insurance coverage, maintenance, and tax	\$ <u>705.<sup>08</sup></u> /mo	\$ <u>28,203</u> /mo
			Grand Total	\$ <u>338,436</u>

**Seasonal Safety Equipment:**

Indicate the monthly up-charge per vehicle for the added safety equipment. Price shall include all sizes. Items will be ordered on an as needed basis.

1. Studded tires ..... 2 tires/set..... \$ n/a /mo.
2. Studded Tires, Front Wheel Drive ..... 4 tires/set..... \$ n/a /mo.
3. Snow tires ..... 2 tires/set..... \$ n/a /mo.
4. Chains ..... 1 set..... \$ n/a /mo.

2. Emergency contacts for weekends and emergency cases. Contact person Robert Lench  
Phone no: 206-571-0430
3. Service/Dispatch contact person: same Phone no: \_\_\_\_\_  
Fax \_\_\_\_\_
4. **Prompt Payment Discount:** 2.0 % 15 days. Note: Prompt payment discount periods equal to (or greater than) 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by the amount of that discount.
5. Specify if this is an **ALL OR NONE BID**: Yes \_\_\_\_\_ No: ☒
6. **Specify if the Business is located within the Seattle City Limits:** Businesses located and licensed within the Seattle City limits are eligible for Seattle tax consideration for purposes of calculation of low bid. This shall be equivalent to a reduction of the cost for purposes of bid evaluation only, of .019.  
Yes: ☒ No: \_\_\_\_\_
7. **Interlocal Agreement:** Seattle has entered into Interlocal Agreements with other governmental agencies pursuant to RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies? Yes: ☒ No: \_\_\_\_\_



City of Seattle ITB# SPD-831  
Vehicle Rental for City of Seattle Police Department  
Bid due 9/26/06 at 2:00pm

8. **References:** List the names and addresses of four (4) customers, for whom the bidder has performed or is currently providing similar goods and/or services, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, City of Seattle, at its sole option, may reject that bidder's bid. City of Seattle shall be the sole judge in determining a satisfactory/unsatisfactory reference response. .

Company Name: State of Washington  
Company Address: Office of State Procurement  
Company Phone: 360-902-7425  
Contact Person: Neva Peckham  
Dates: 8/2004 - Current

Company Name: King County  
Company Address: 821 Second Ave  
Company Phone: 206-988-9572  
Contact Person: Anon Bullgas  
Dates: 2000 - Current

Company Name: Providence Health System  
Company Address: 2201 Lind Avenue  
Company Phone: 425-254-5456  
Contact Person: Tim Hagler  
Dates: 2001 - Current

Company Name: SECOR International  
Company Address: 12034 134th Ct. NE  
Company Phone: 425-372-1686  
Contact Person: Joni Womack  
Dates: 2001 - Current

COMPANY NAME Enterprise Rent A Car

COMPANY REPRESENTATIVE NAME Robert Lerch

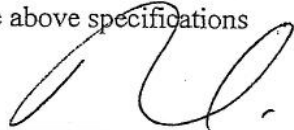
ADDRESS: 1119 SW 7th Street, Renton WA 98057

TELEPHONE NUMBER: (425) 225-7650 FAX (425) 430-2477

EMAIL ADDRESS: robert.Lerch@erac.com

I have read and understand the above specifications

SIGNATURE



Date 21 Sept 2006